Operator's Lesson Plan

Article File

I.   Introduction

The entry of articles into IDACS and NCIC provides the police officer with an immediate means to determine stolen information.

II.   Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Query, Entry, Modify and Clear/Cancel of stolen article data into IDACS/NCIC.

III.   Criteria for Entry

Records for stolen articles can be entered into the Article File if a theft report has been made and the following circumstances are met:

1.   A record for any item in the theft report which is valued at $500 or more and has a unique manufacturer-assigned serial number and/or an owner-applied number may be entered. Office equipment, television sets, and bicycles may be entered regardless of value.

2.   If the aggregate value of property taken in one theft exceeds $5,000, a record for any item in the theft report, regardless of value, having a unique manufacturer- assigned serial number and/or an owner-applied number may be entered.

3.   A record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered if:

        a.   The circumstances of the theft indicate that there is a probability of interstate movement. Or
        b.   The seriousness of the crime dictates that an entry should be made for investigative purposes.

4.   Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards, and checks, including cashier, certified, company, government (local, state, and federal), bank officer, personal, and U. S. Treasury, are **not to be entered** in the NCIC 2000 Article File or any other NCIC 2000 file.

5.   Articles not meeting the above criteria can be entered into IDACS only by using the In-state Only Transaction Screen- Indiana Article Entry.

VI.   Retention Period

1.   A stolen article record is retained in the NCIC 2000 Article File for the balance of the year entered plus an additional year. Following expiration of this retention period, the record is automatically retired. For example, an article record entered in 1999 would be retired January 1, 2001.

2.   An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional details concerning serious errors can be found in the Introduction chapter of this manual.

3.   Ten days after the stolen article(s) in a record is reported located, it is retired.

4.   A $.P. Purge Notification will be sent by NCIC to the entering agency when an Article File record with the TYP/IBADGE has reached its retention period.

A.   Article Data Entry Transaction (EA/EA-P/EAA) or (I_EA-P/EAA)

Operator's Lesson Plan

Agency/Case Data

1.   Hold For Prints
        a.   If the article entered in a single stolen article record should be held for latent fingerprint examination, -P should be entered as part of the MKE. Example, EA-P translates to STOLEN ARTICLE - HOLD FOR LATENTS.

Article Data

1.   Brand (BRA)
        a.   Required.
        b.   This field is used with stolen property transactions to identify the brand name of the property item(s).
        c.   The field can be up to 6 characters in length; enter name as clearly as possible.
        d.   When abbreviating, the first 6 characters of the brand name should be used.
        e.   If no brand name exists for the property, use the code NO BRA and describe item in the MIS field.
        f.   If the brand name is not listed the following apply:
                1.   A single word, the first six letters of the name must be used.
                2.   Two words, the first letter of the first word, followed by a space, and then the first four letters of the second word should be entered.
                3.   Three words, the first letter of the first word must be used, followed by a space, then the first letter of the second word followed by a space, and then the first two letters of the last word.
        g.   If the stolen property is issued by a government or military agency, the BRA Field should identify that agency.
                Ex: U.S. Army, FBI, etc. (Applies to items such as badges or credentials).

2.   Type Code (TYP)
        a.   Required.
        b.   Minimum of four and a maximum of seven alpha-characters.
        c.   The code used must be in the article name dictionary, if the article name is not listed, the first character of the type field code must be "Y" followed by at least three alphabetic characters.

Operator's Lesson Plan

3. Model (MOD)
   a. Maximum of nine alpha and/or numeric characters.
   b. Use model number or model name if available. Spaces are allowed but no periods. If no model number or name is known, use composition, design, size, style, or type in this field.
   c. Must be filled if TYP is OTYPEWR, and BRA is IBM.
   d. Exceeds nine characters, only the last nine characters must be used, with the complete model number shown in the MIS Field. Ex: Model number 12345678987 would be entered in the MOD Field as 345678987. The complete model number (12345678987) should be entered in the MIS Field.

4. Serial Number (SER)
   a. Enter a maximum of twenty alphanumeric characters.
   b. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field, and the complete serial number should be entered in the MIS Field.
   c. Serial number and owner applied number cannot be identical.
   d. If the TYP is OTYPEWR and the BRA is IBM, the SER must contain a minimum of seven characters and the MOD Field must be filled.
   e. If the number applied by the manufacturer of an article is not unique, but rather a model number, stock control number, etc., the article should not be entered.
   f. The beginning and ending serial numbers of the sequence are entered with a hyphen separating the two numbers.
   g. Serial numbers used in a group entry must be consecutive**.**
      A consecutively serialized group of stolen articles which have serial numbers with a **common suffix containing the letter O** cannot be entered as a group entry. The system automatically changes the letter O to a numeric zero causing the letter O suffix to be treated as the rightmost numeric character. Therefore, separate entries (MKE/EA) must be made for each number contained in such a serialized group.
   h. **No more than 100 consecutively serialized stolen articles** can be entered as one group. If more than 100 articles are to be entered, additional group entries must be made.

247

5.   Owners Applied Number (OAN)
   a.   An OAN which has been assigned in connection with a theft prevention program may be entered in the OAN Field.
   b.   Minimum of one and maximum of twenty alphanumeric characters.
   c.   Will be rejected if OAN value equals value contained in SER.

6.   Lot Number (LOT)
   a.   This field is to be used to help identify a stolen chemical.
   b.   Must be blank unless the first character of TYP is "T".

7.   Partial Lot Number (PLI)
   a.   The PLI indicates whether a stolen chemical represents a partial (P) or a complete (C) shipment.

8.   United Nations Number (UNN)
   a.   This code is used as a reference number to request additional information on a specific chemical via NLETS. If this field is entered by the user, the initial warning in a hit response on a stolen chemical would be followed by the message:
   `ADDITIONAL INFORMATION AVAILABLE FROM NLETS HAZMAT.`

9.   Hazardous Material Container (HMC)
   a.   This field is to be used to help identify the Hazardous Material Container.

10.   Miscellaneous (MIS)
   a.   Enter a maximum of 200 characters.
   b.   Can be used to describe the stolen article.
   c.   Can be used describe the location of the serial number and/or owner-applied number on an item of property.
   d.   Refer to your NCIC 2000 Online Manual for all valid special characters allowed in this field.

D. Article Data Modify Transaction (MA)